

Risk Management - Operations

DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

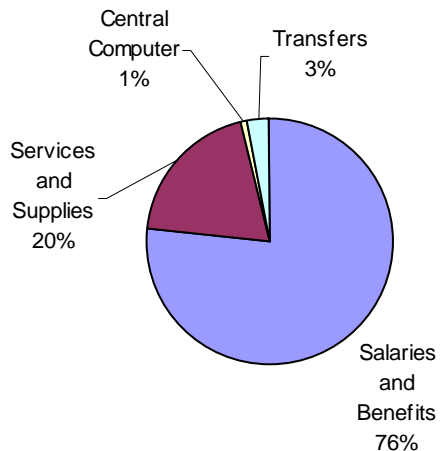
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	4,365,635	4,614,219	4,485,736	5,164,475
Total Financing Sources	4,532,581	4,614,219	4,485,736	5,164,475
Revenue Over/(Under) Expense	166,946	-	-	-
Budgeted Staffing		65.0		65.3
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Unrestricted Net Assets Available at Year End	127,308		127,308	

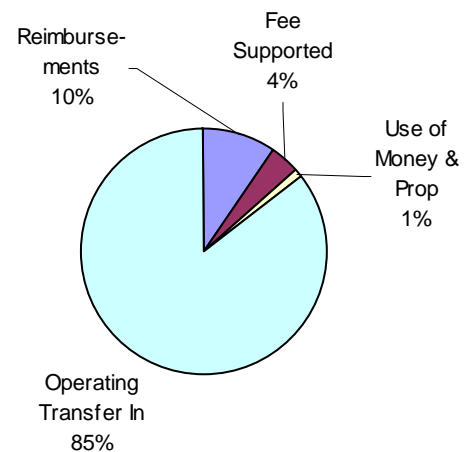
Workload Indicators

Average cost of a closed WC indemnity claim	19,500	-	19,000	19,000
Average cost of a closed Liability claim	6,979	-	6,500	6,500
Preventable vehicle accident rate per million miles driven	8	-	7	7
Percent of WC claimants ranking treatment (professional and courteous) as good or excellent	89	-	90	91
Percent of WC claimants ranking return of phone calls promptly as good or excellent	86	-	87	88
Percent of WC claimants ranking explanation of benefits as good or excellent	86	-	87	88

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations

BUDGET UNIT: IBP RMG
FUNCTION: General
ACTIVITY: Insurance programs

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	3,997,435	4,098,495	266,698	18,116	-	4,383,309	-	4,383,309
Services and Supplies	821,752	849,175	338,811	-	-	1,187,986	(57,311)	1,130,675
Central Computer	38,345	38,345	9,434	-	-	47,779	-	47,779
Transfers	143,469	143,469	1,120	-	-	144,589	16,800	161,389
Total Exp Authority	5,001,001	5,129,484	616,063	18,116	-	5,763,663	(40,511)	5,723,152
Reimbursements	(515,265)	(515,265)	(43,412)	-	-	(558,677)	-	(558,677)
Total Operating Expense	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Departmental Revenue								
Use Of Money and Prop	46,344	70,000	-	-	-	70,000	(15,000)	55,000
Current Services	225,000	225,000	-	-	-	225,000	-	225,000
Other Financing Sources	-	-	-	-	-	-	-	-
Total Revenue	271,344	295,000	-	-	-	295,000	(15,000)	280,000
Operating Transfers In	4,214,392	4,319,219	572,651	18,116	-	4,909,986	(25,511)	4,884,475
Total Financing Sources	4,485,736	4,614,219	572,651	18,116	-	5,204,986	(40,511)	5,164,475
Revenue Over/(Under) Exp	-	-	-	-	-	-	-	-
Budgeted Staffing		65.0	-	0.3	-	65.3	-	65.3

The increase in salaries and benefits includes the addition of 0.3 Contract Risk Manager for the period necessary to hire and transition a new Risk Manager after the March 31, 2004 retirement of the incumbent. Services and supplies are increased \$281,500. This is due primarily to increased COWCAP charges of \$326,611, which is offset by reductions in various categories including training, equipment, and office supplies.

DEPARTMENT: Human Resources
FUND: Risk Mgmt - Operations
BUDGET UNIT: IBP RMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	65.0	4,614,219	4,614,219	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	223,286	223,286	-
Internal Service Fund Adjustments	-	21,634	21,634	-
Prop 172	-	-	-	-
Other Required Adjustments	-	327,731	327,731	-
Subtotal	-	572,651	572,651	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	0.3	18,116	18,116	-
Subtotal	0.3	18,116	18,116	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	65.3	5,204,986	5,204,986	-
Department Recommended Funded Adjustments	-	(40,511)	(40,511)	-
TOTAL 2004-05 PROPOSED BUDGET	65.3	5,164,475	5,164,475	-
2003-04 FINAL FIXED ASSETS		-		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets	-	-	-	-
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET	-	-	-	-



SCHEDULE C

DEPARTMENT: Human Resources
 FUND: Risk Mgmt - Operations
 BUDGET UNIT: IBP RMG

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies Adjustment to reflect expected decrease in utilization of services and supplies including contract services, training, supplies, and office equipment.	-	(57,311)	-	57,311
2.	Transfers Adjustment for increased cost of administrative support provided by AAA HRD.	-	16,800	-	(16,800)
3.	Revenue adjustments Adjustment for expected decrease in interest revenue and operating transfers-in.	-	-	(40,511)	(40,511)
Total		-	(40,511)	(40,511)	-

